PHLEBOTOMY TECHNICIAN

A student who has completed Job Corps' Phlebotomy Technician program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Phlebotomy Technician program, a student must master skills in the following categories:

SAFETY

Describe precautionary measures and actions to be taken with accidental needle punctures; identify and understand documentation procedures for work-related accidents/exposures; identify potential routes of infection and describe procedures for prevention; define the term nosocomial infection and demonstrate procedures for its prevention; recognize and properly handle biohazardous materials; identify isolation procedures in relation to phlebotomy needs, i.e. obtaining blood specimen from a patient in respiratory isolation; identify the chemical, electrical and radiation hazards that a phlebotomy technician may encounter.

ROLES AND RESPONSIBILITIES

Describe the qualities of a phlebotomy technician as a health care professional, the scope of practice of a phlebotomy technician, the requirements and benefits of obtaining national certification and continuing education.

MEDICAL LEGAL ETHICS

Demonstrate an understanding of the ethical and legal responsibilities and professional liability issues of a phlebotomy technician; identify the different aspects of the Patient's Bill of Rights, i.e. refusal of treatment.

HEALTH CARE SETTING

Demonstrate an understanding of the various types of health care facilities, the various departments and services within the health care setting in which the phlebotomy technician must interact to obtain laboratory specimens from patients; identify major departments within the clinical laboratory and the major types of procedures run in each department; describe roles of the major classifications of clinical laboratory personnel (pathologist, chief technologist, CLT, MT, phlebotomy technician, etc.).

MEDICAL TERMINOLOGY

Correctly spell and define words most frequently associated with the study of phlebotomy; state the meaning of commonly used prefixes and suffixes associated with the study of phlebotomy; define the general medical abbreviations associated with the study of phlebotomy.

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CIRCULATORY SYSTEM

Describe and define major body systems with emphasis on the circulatory system; list and describe the main superficial veins used in performing venipunctures; identify appropriate sites for capillary/venipuncture and name/find the most commonly used sites; describe the function of the following blood components: erythrocytes, thrombocytes, leukocytes, plasma and serum; understand arterial blood gases (ABG) collection.

BLOOD COLLECTION EQUIPMENT AND SUPPLIES

Identify and explain the equipment needed for various blood collections such as venipuncture, skin puncture (i.e. heel or finger stick) and arterial blood gases; differentiate the various equipment/needs for collections from adults, geriatrics, children and neonates; list the various items needed on a phlebotomy tray and identify their uses; differentiate the various color tops on vacutainer tubes and their specific test uses including additives and non-additives; identify various safety gauge needles.

BLOOD COLLECTION PREPARATION

Correctly identify the patient; identify the psychosocial status of the patient including age, apparent health status and potential fears or phobias and secondary needle sticks or blood collection; prepare the patient for testing; identify known patient allergies (latex, iodine, etc.); demonstrate the ability to select the appropriate collection site for the test ordered and the various strategies used to reduce the patient's fears; identify appropriate safety equipment (tubes, needles, etc.) needed for collection.

VENIPUNCTURE PROCEDURES

Understand and correctly perform the proper order of draw; identify substances used to cleanse the skin prior to venipuncture; demonstrate the proper use of a tourniquet; perform routine venipuncture using a safety vacutainer, safety butterfly needle set and safety syringe; demonstrate proper specimen labeling techniques and the proper disposal of biohazardous materials.

SKIN PROCEDURES

Understand the difference between capillary and venous collection; demonstrate the ability to utilize the proper equipment, capillary and venous skin puncture using sterile techniques.

SPECIAL BLOOD TEST PROCEDURES

Demonstrate the ability to perform difficult venipuncture procedures and capillary puncture procedures; identify techniques/special concerns used to collect blood, i.e. venipuncture, skin puncture on adults, geriatrics, children and neonates.

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OTHER SPECIMENS AND TESTS

List the different types of specimens (urine, stool, sputum, etc.); demonstrate the ability to perform specimen labeling and handling, a basic knowledge of plate streaking technique for culture purposes, a basic handing of Petri dishes/agar and a basic knowledge of isolated colonies and the purpose for isolated colony growth.

QUALITY ASSURANCE AND SPECIMEN HANDLING

Identify and demonstrate quality assurance in phlebotomy; demonstrate proper quality control practices, safe and appropriate specimen handling; the ability to practice specimen procession (spin down, swabbing, etc.); identify procedures for specimen rejection (hemolysis, inadequate volume; broken specimen, etc.).

LABORATORY MATH

Demonstrate an understanding of the metric system, military time, Roman numerals and blood volume.